



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্রাপ্ত কর্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 55 দিশপুৰ, শুক্ৰবাৰ, 24 জানুৱাৰী, 2025, 4 মাঘ, 1946 (শক)

No. 55 Dispur, Friday, 24th January, 2025, 4th Magha, 1946 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
DEPARTMENT OF HOUSING AND URBAN AFFAIRS

NOTIFICATION

The 21st January, 2025

ECF No. 581586/36.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules regulating the recruitment and the conditions of service of the persons appointed to the Assam Town and Country Planning Subordinate Service in the manner hereinafter appearing, namely:—

Short title and commencement	1. (1) These rules may be called the Assam Town and Country Planning Subordinate Service Rules, 2025. (2) They shall come into force on the date of their publication in the Official Gazette.
Definitions	2. In these rules, unless there is anything repugnant in the subject or context,— (a) “Appointing Authority” means the Director, Town and Country Planning, Assam in respect of Class-III cadres under the Directorate of Town and Country Planning, Assam; (b) “Commission” means the Assam Public Service Commission; (c) “Constitution” means the Constitution of India; (d) “Government” means the Government of Assam; (e) “Governor” means the Governor of Assam; (f) “Member” means a member of Assam Town and Country Planning Subordinate Service; (g) ‘Select list’ means the lists finally approved under rule 6 of these rules; (h) “Service” means the Assam Town and Country Planning Subordinate Service; (i) “Year” means the Calendar year i.e. from the first day of the month of January to the last day of the month of December in a year.

Class and Cadre 3. (1) The service shall consist of the following Class-III Cadres:—

- (a) Research Assistant;
- (b) Junior Engineer (Civil);
- (c) Junior Engineer (Architecture);
- (d) Geographic Information Systems (GIS) Assistant; and
- (e) Draughtsman Grade-I/ Planning Draughtsman Grade-I.

(2) This service shall also include -

- (a) any post equivalent to a post in any of the cadres mentioned in sub-rule (1) above;
- (b) any cadre or post laid down by the Government to be included in a cadre or the Service.

(3) (a) The posts of Junior Engineer (Architecture), Draughtsman Grade-I/Planning Draughtsman Grade-I shall be abolished on the promotion of existing men-in-position to the next higher post under the Assam Town and Country Planning Engineering Service.

(b) The posts of Research Assistant shall be abolished on the promotion of existing men-in-position to the next higher post under the Assam Town and Country Planning Research Service.

Strength of Service 4. The strength of each cadre in a class of the Service shall be such as determined by the Governor from time to time. The strength of the cadres of the service on the date of commencement of these rules shall be as shown in

Schedule-I:

Provided that the Governor may hold in abeyance any post as and when considered necessary.

Method of Recruitment 5. Recruitment to the cadres of Junior Engineer (Civil) and Geographic Information Systems (GIS) Assistant shall be made by the Commission by direct recruitment upto 100% of the strength in accordance with rule 6 of these rules.

Direct recruitment 6. (1) Direct recruitment shall be made on the basis of recommendations made by the Commission in accordance with the procedure hereinafter provided:—

- (a) Before the end of every calendar year (i.e. within the month of December) the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year and shall intimate the same to the Commission together with details about reservation for candidates belonging to the Scheduled Castes, Scheduled Tribes or any other category as laid down by the Government as provided under rule 12 and about carry forward of such reservation.
- (b) The Appointing Authority shall simultaneously request the Commission to recommend a list of candidates for direct recruitment in order of preference.
- (c) The Commission shall prepare a list of all candidates who shall qualify in order of merit in accordance with the final aggregate marks obtained by each of the candidates in the Test or Interview. If two or more candidates obtain equal marks, the Commission shall arrange them in order of their relevant merit which shall be determined in accordance with the general suitability of the candidates to the service.

(d) The Commission shall furnish the list of candidates recommended by it to the Appointing Authority in order of preference, found suitable for direct recruitment showing the marks obtained in examination or written test and interview, as the case may be. The number of candidates in such a list shall be equal to the number of vacancies notified or communicated by the Appointing Authority.

(e) The Commission shall publish the final select list of the candidates in the Official Gazette and two widely published local newspapers and in the official website of the Appointing Authority.

(2) The list mentioned in clause (d) and (e) of sub-rule (1) of these rules above shall remain valid for 12 calendar months from the date of recommendation by the Commission.

(3) In the event of the Commission being unable to recommend sufficient number of candidates to fill up all the vacancies in a calendar year, it shall, in consultation with the Appointing Authority repeat the procedure as mentioned herein before under sub-rule (1) of rule 6 for recommending a subsequent list in the year, provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all the candidates of the earlier list of the same year eligible for appointment have been appointed or offered the appointment.

7. The age limits of a candidate for direct recruitment shall be within the age limits for recruitment of Grade-III cadres as notified by the Government of Assam from time to time:

Provided that the upper age limit may be relaxed for the candidates belonging to special categories like Scheduled Castes, Scheduled Tribes and any other category as laid down by Government in accordance with the orders of the Government in force for the time being.

8. The academic qualifications and experience of a candidate for direct recruitment shall be as prescribed by the Government from time to time. The qualifications and experience as on the date of commencement of these rules shall be as given in **Schedule-II**.

9. A candidate for direct recruitment shall be:–

- (1) of sound health, both mentally and physically and free from organic defect of bodily infirmity likely to interfere with the efficient performance of his duties; and
- (2) required to submit medical fitness certificate from a certified medical practitioner registered under the Assam Medical Association before appointment to the service.

10. A candidate for direct recruitment shall produce to the Commission or Board, certificates of good character from ,–

- (a) the Principal or Academic Officer of the University or College or such educational institution in which he or she studied last; and
- (b) two respectable persons, who are well acquainted with (but not related to) the candidate.

11. (1) No person shall be eligible for appointment to the service:–

- (a) unless he or she is a citizen of India; and
- (b) if he or she has more than one wife living or in case of a female candidate who has married a person who has one wife living;

Provided that the Governor may if he is satisfied that there are special grounds for doing so, except any person from the operation of this clause;

- (c) if he or she disqualifies by small family norms as notified under the Assam Public Services (Application of Small Family Norms in Direct Recruitment) Rules, 2019;
- (d) or by any other law in force for the same purpose.

Reservation

- 12. In all cases of appointment by direct recruitment as well as by promotion, there shall be reservation in case of candidates belonging to the Scheduled Castes, Scheduled Tribes as per the provision of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and rules framed there under. There shall also be reservation for candidates belonging to other Backward Classes as per Government instructions contained in OM.NO.TAD/OBC/1/2004/55 dated 31-5-2005 for direct recruitment only. Reservation in favour of women as per the Assam Women (Reservation of vacancies in Service and Post) Act, 2005 and Person with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act, 1995 shall also be followed in direct recruitment.

Appointment

- 13. (1) Subject to the provision of sub-rule (2) of this rule, appointment under rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to in clause (d) of sub-rule (1) of rule 6.
- (2) The inclusion of a candidate's name in the list mentioned in clause (d) of sub-rule (1) of rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.

Joining time

- 14. A person shall join within fifteen (15) days from the date of receipt of the order of appointment, failing which the appointment shall be cancelled unless the Appointing Authority extends the period which shall not, in all, exceed three months.

Training

- 15. A member of the Service shall be required to undergo such training and pass such departmental examination as the Government may prescribe from time to time.

Discharge or reversion

- 16. A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original services, if-
 - (a) he or she fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time, or fails to render satisfactory service during his tenure of service in the cadre; and / or
 - (b) it is found on a subsequent verification that he or she was initially not qualified for the appointment or that he or she had furnished any incorrect information with regard to his appointment.

Seniority

- 17. (1) The seniority of a Member in a cadre appointed by direct recruitment shall be determined according to the order of preference in the respective Select list recommended by the Commission under rule 6 and also in the respective list finally approved by the Appointing Authority if he joins the appointment within the initial fifteen (15) days from the date of receipt of the order or within the extended period as mentioned in rule 14.

Probation and Confirmation

(2) If a member fails to join the appointment within the initial 15 days of receipt of the order or within the extended period as mentioned in rule 14, but joins later his or her seniority from then onwards shall be determined in accordance with the date of joining only and not in accordance with the Select list.

18. (1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed according to the seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any special period, not exceeding a period of two years:

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

(2) A member of the service placed on probation under sub-rule (1) above shall be confirmed against the permanent post subject to the following conditions: -

- (a) he or she has completed the period of probation to the satisfaction of Appointing Authority in accordance with sub-rule (1);
- (b) he or she has successfully undergone the training and passed the Departmental Examination, if any, prescribed by the Government under rule 15.

(3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority vis-à-vis such of his junior as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.

Gradation List

19. Gradation list shall be prepared and published every year by the Director, Town and Country Planning Assam containing the name of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.

Pay

20. All appointments in the service shall be made in the scale of pay as may be prescribed by the Government from time to time. The scale of pay of the posts in the cadres of the service as on the date of commencement of these rules are as shown in **Schedule-I**.

Mode of Employment

21. (1) Members of the Service shall be employed in such manner as the Appointing Authority may decide.

(2) A member of the service shall be liable to be posted anywhere within the State of Assam or outside Assam, or to any other department of the Government, a body corporate in the affairs of which the Government may be substantially interested, or an Autonomous District Council, if so required in the interest of public service and in such case the member shall abide by the orders of the Government.

Other Conditions of Service

22. (1) Except as provided in these rules, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or orders of the Government for the time being in force.

(2) The conditions of service of the members, in respect of matters for which no provision has been made in these rules, shall be the same, as are, for the time being, applicable to other officers of the Government, of the corresponding status and having similar functions.

Relaxation 23. Where the Government is satisfied that the operation of any of these rules, causes undue hardship in any particular case, it may, dispense with or relax the recruitment of that rule to such extent and subject to such conditions as it may consider necessary dealing with the case in a just and equitable manner:
 Provided that the case of any person shall not be dealt with in any manner less favourable to him than provided in these rules.

Interpretation 24. If any question arises relating to the interpretation of these rules the decision of the Government or the Appointing Authority shall be considered as final.

Repeal and Savings 25. The rules or orders or OM as the case may be corresponding to these rules and in force immediately before commencement of these rules are hereby repealed:
 Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under corresponding provisions of these rules.

SCHEDULE-I
 (See rule 4 and 20)

STRENGTH OF EACH OF THE SERVICE AND THE PAY STRUCTURE

Sl. No.	Categories of Post	Pay Band (in Rs)	Grade Pay	No. of Post	
				Permanent	Total
1.	Research Assistant	PB-3 22000-97000	9400	25	25
2.	Junior Engineer (Civil)	PB- 2 Rs.14000-70000	8700	42	42
3.	Junior Engineer (Architecture)	PB- 2 Rs.14000-70000	8700	34	34
4.	GIS Assistant	PB- 2 Rs.14000-70000	8700	23	23
5.	Draughtsman Grade-I/ Planning Draughtsman Grade-I	PB- 2 Rs.14000-70000	8700	23	23

SCHEDULE-II

(See rule 8)

QUALIFICATIONS AND EXPERIENCE FOR DIRECT RECRUITMENT

Sl. No.	Name of Cadre/Post	Minimum Academic Qualifications required	Experience
1.	Junior Engineer (Civil)	Minimum three(3) years Diploma in Civil Engineering from any registered Government Institute affiliated to the Department of Higher and Technical Education, Assam	Not applicable
2.	Geographic Information System Assistant (GIS)	(a) Bachelor Degree in Geomatics/Geo Informatics/GIS and Remote Sensing from any Institute affiliated to UGC/AICTE; or (b) Bachelor Degree in Geography from any Institute affiliated to UGC with one (1) year GIS Diploma from a Government Registered Institute.	Not applicable

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 Commissioner & Secretary to the Government of Assam,
 Department of Housing & Urban Affairs.